

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH1527664

Date Posted: 03/25/13

POSITION NO: 947663

Closing Date: OUF

CLASS CODE: 3791

POSITION TITLE: Community Health Nurse Supervisor

DEPARTMENT NAME: Kayenta Public Health Nursing

DEPARTMENT NO: 152 WORKSITE LOCATION: Inscription House, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: S67A

Days: Monday-Friday

Permanent: ☒

SALARY:

Hours: 8:00 AM - 5:00 PM

Temporary: ☐

Duration: \$ 56,388.80 Per Annum

Part-Time: ☐

No. of Hrs/Wk: \$ 27.11 Per Hour

DUTIES AND RESPONSIBILITIES:

Plan, direct and implement comprehensive nursing services to individuals and families; supervise, train and assist community health nurses, senior community health workers and office staff. Assign work and monitor and review the quality of work assigned to staff. Develop and implement program goals, objectives, policies and operating procedures; assure that goals and objectives are met and evaluate their effectiveness. Collaborate with the community and other health care professionals and agencies to fulfill these goals.

Provide skilled nursing care to people in their homes in designated areas in accordance with established policies and procedures. Perform community assessments. Services include adult and child health care, control of communicable disease, health teaching, coordination of care and case management. Conduct clinics, provide health screening and education in the schools and communities.

Attend meetings, trainings and conferences. Prepare required reports; coordinate patient care conferences; perform utilization and quality assurance reviews and chart audits. Make recommendations for hires, terminations, promotion/demotions and transfers and conduct performance evaluations.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor of Science degree in Nursing; and

Experience:

Five (5) years experience in community or public health nursing field; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)

Special Knowledge, Skills and Abilities:

Navajo language an asset but not required; ability to work independently in an unstructured setting

License/Certification Requirements:

Must possess current licensure as a Registered Professional Nurse (R.N.) in assigned state (Arizona, Utah or New Mexico) or current multi-state licensure in a nurse compact state and a valid state driver's license. Within 90 days of employment incumbents who possess current multi-state licensure must obtain licensure in assigned state (Arizona, Utah or New Mexico); and obtain a Navajo Nation Vehicle Operator's Permit and Cardiopulmonary Resuscitation (CPR) certification. **Position requires a background check and relevancy assessment prior to employment.**

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99